



DEPARTMENT OF THE ARMY
HEADQUARTERS, 95TH DIVISION (INSTITUTIONAL TRAINING)
5316 SOUTH DOUGLAS BOULEVARD
OKLAHOMA CITY, OKLAHOMA 73150-9704

REPLY TO
ATTENTION OF

S: 5 July 2004

AFRC-TOK-PR

3 May 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Announcement of Aide-De-Camp Vacancy, HQ, 95th Division (IT)

1. Reference AR 140-10, Assignments, Attachments, Details, and Transfers.
2. Applications are now being accepted for the following position as indicated below:

Aide-De-Camp to the 95th Division (IT), Commanding General, HQ, 95th Division (IT), Oklahoma City, OK : Rank/Grade: Captain; Branch: IM, AOC: O1A.

Visit the 95th Division (IT) at www.usarc.army.mil/95thdiv for this announcement and other positions available in the 95th Division (IT).

3. Applicants will possess the following prerequisites:
 - a. Be presently in the grade for the position or selected for promotion.
 - b. Meet the physical fitness and height/weight standards as outlined in AR 350-15 and AR 600-9.
 - c. Have three (3) years of service remaining prior to mandatory removal date (waiverable).
 - d. Must reside within commuting distance (50 miles) of the advertised position vacancy. If, not, the applicant must complete the statement shown at enclosure 4.
4. Applications are to be submitted to this headquarters, ATTN: AFRC-TOK-PR (Mr Ryan), to arrive not later than 5 July 2004. The application will consist of the following items:
 - a. A transmittal letter depicting the position for which you desire to be considered. Include both business and home telephone numbers, as shown at enclosure 1.
 - b. Official photograph IAW AR 640-30 taken within the last twelve (12) months showing applicant in Class A uniform wearing all authorized awards and decorations. Applicant will prepare a standard label and type rank, name, SSN, height, weight, and date. This label will be signed by the applicant and affixed to the reverse bottom of the photograph.

AFRC-TOK-G1

SUBJECT: Announcement of Aide-De-Camp Vacancy, HQ, 95th Division (IT)

- c. Resume of Service, as shown at enclosure 2.
 - d. Verified up-to-date copy of DA Form 2B (PQR).
 - e. DA Form 2-1, signed and dated by the applicant or DA Form 4037 , (Officer Record Brief) for IMA/IRR Officers.
 - f. Copy of applicants last three (3) Officer Evaluation Reports (OER).
 - g. Commander's statement shown at enclosure 3.
 - h. Statement of Travel Distance, if applicable, shown at enclosure 4.
 - i. The application will be fastened to the right side of a plain manila folder with two prong (Eco) fastener (minus top). A label will be prepared and placed in the left edge of the manila folder with rank and name typed (see example).
5. Application packets may be forwarded directly to this headquarters.
6. Qualified applicants will be notified of the personal interview schedule, if applicable.
7. POC is Mr Jim Ryan, 405-419-8305, 800-427-6995 ext 305, Fax 405-419-8341, E-Mail RyanJL@usarc-emh2.army.mil.

FOR THE COMMANDER:

5 Encls

- 1. Transmittal Ltr
- 2. Resume of Service Career
- 3. Commander's Statement
- 4. Travel Statement
- 5. Sample Packet Arrangement

//ORIGINAL SIGNED//

JIMMIE D. BIGGS

COL, GS, USAR

Deputy Chief of Staff, G1

DISTRIBUTION:

Cdr, 95TH Div (IT) Brigades

Cdr, USARC, ATTN: AFRC-PRO-C, 1401 Deshler Street, Ft McPherson, GA 30330

Cdr, AR-PERSCOM, ATTN: ARPC-OMP-O, 9700 Page Avenue, St Louis, MO 63132-5200

Cdr, 75th Div (EX), ATTN: AFRC-TOK-PR, 1850 Old Spanish Trail, Houston, TX 77054

Cdr, 87th Div (EX), ATTN: AFRC-EAL-PE, 1400 Golden Acorn Dr, Birmingham, AL 35244

AFRC-TOK-PR

SUBJECT: Announcement of 95th Division (IT) Staff Position Vacancy

DISTRIBUTION (Con't)

Cdr, 78th Div (EX), ATTN: AFRC-TOK-PR, 91 Truman Dr South, Edison, NJ 08817-2487
Cdr, 80th Div (IT), ATTN: AFRC-TVA-O, 6700 Strathmore Rd, Richmond, VA 23237
Cdr, 84th Div (IT), ATTN: AFRC-TWI-AA, 4828 W. Silver Spring Dr, Milwaukee, WI 53218
Cdr, 91st Div (EX), ATTN: AFRC-TOK-PR, Bldg 602, Murray Circle, Ft Baker, CA 94965
Cdr, 98th Div (IT), ATTN: AFRC-TNY, 2035 Goodman St N Rochester, NY 14609
Cdr, 100th Div (IT), ATTN: AFRC-TOK-PR, 3600 Century Div Way, Louisville, KY 40205
Cdr, 104th Div (IT), ATTN: AFRC-TOK-PR, Bldg 987, Vancouver, WA 98661
Cdr, 108th Div (IT), ATTN: AFRC-TOK-PR, 1330 Westover St, Charlotte, NC 28205
Cdr, 63rd RSC, ATTN: AFRC-CCA, 1120 Lexington Dr, Los Alamitos, CA 90720
Cdr, 70th RSC, ATTN: AFRC-TOK-PR, 4575 36th Avenue West, Seattle, WA 98199
Cdr, 77th RSC, ATTN: AFRC-CNY-PRA, Ft Totten, NY 11359
Cdr, 81st RSC, ATTN: AFRC-TOK-PR, 255 W Oxmoor Road, Birmingham, AL 35209
Cdr, 88th RSC, ATTN: AFRC-CMN-PER, 506 Roeder Cr, St Paul, MN 55111
Cdr, 89th RSC, ATTN: AFRC-TOK-PR, 2600 Woodlawn, Wichita, KS 67720
Cdr, 90th RSC, ATTN: AFRC-CAR-PRR, 8000 Camp Robinson Road, N Little Rock, AR 72118
Cdr, 94th RSC, ATTN: AFRC-CMA-PR-P, 695 Sherman Ave, Ft Devens, MA 01433
Cdr, 96th RSC, ATTN: AFRC-CUT, Bldg 103, Salt Lake City, UT 84113
Cdr, 99th RSC, ATTN: AFRC-CPA-, 5 Lobaugh St, Oakdale, PA 15071
Cdr, First US Army, ATTN: AFKA-PR, Ft Gillem, Forest Park, GA 30050-7000
Cdr, Third US Army, ATTN: AFRD-CS, Ft McPherson, GA 30330-7000
Cdr, Fifth US Army, ATTN: AFKB-PR, Ft Sam Houston, TX 78234-7000
Cdr, 19th TAACOM, ATTN: AFRC-TAIA-PE, 225 East Army Post Road, Des Moines, IA 50315
Cdr, 377th TAACOM, ATTN: AFRC-SBLA, 5010 Leroy Johnson Dr, New Orleans, LA 70146

TRANSMITTAL LETTER EXAMPLE

Date

JEFFERSON, Thomas E., 000-000-000, COL

SUBJECT: Announcement of Staff Officer Vacancy

**President
HQ, 95th Division (IT) Officer Vacancy Selection Board
ATTN: AFRC-TOK-PR (Mr Jim Ryan)
5316 S. Douglas Blvd
Oklahoma City, OK 73150-9704**

1. Reference subject memorandum dated (Date), announcing an officer vacancy within the 95th Division (IT). I would like to be considered for the following position:

As advertised in referenced memorandum

2. Under the provisions of AR 140-10 and in accordance with subject memorandum this transmittal letter and the following enclosures are submitted for consideration and review:

- a. Official Photograph**
- b. Biographical Summary**
- c. DA Form 2B**
- d. DA Form 2-1**
- f. Officer Evaluation Reports (last 3)**
- d. Commanders Statement**
- e. Mileage Statement**

3. If additional information is required I may be reached at the following telephone numbers: Home-432-555-1212 or Business-432-555-1010

**7 Encls
as**

**THOMAS E. JFFERSON
LTC, IN, USAR**

Encl 1

RESUME OF SERVICE CAREER
of
JEFFERSON, THOMAS EDWARD, Colonel (USAR)

DATE AND PLACE OF BIRTH 4 July 1940, Jefferson, Iowa

YEARS OF COMMISSIONED SERVICE Over 28 Year

PRESENT ASSIGNMENT AR-PERSCOM, Control Group (Individual Mobilization Augmentee)

CURRENT OCCUPATION Executive Vice President, DFS Corporation

MILITARY SCHOOLS ATTENDED

Infantry School, Officer Basic Course (Resident)
Quartermaster School, Officer Advanced Course (Nonresident)
Command and General Staff College (Nonresident)
National Defense University, National Security Management
Course (Nonresident)
Army War College (Enrolled)

EDUCATIONAL DEGREES

University of Iowa, Iowa City, Iowa - BA Degree - Political Science
Antioch School of Law, Washington, DC - JD - Law

MAJOR DUTY ASSIGNMENTS

FROM	TO	ASSIGNMENT
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USAR - Not on Active Duty

Jun 66	Jan 67	Control Group (Annual Training)
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Active Duty

Jan 67	Apr 67	Student, Infantry School, Fort Benning
May 67	Jun 67	Casual Status
Jun 67	Oct 68	Platoon Leader, Company C, 701st Engineer
Battalion (Combat),		16th Infantry Regiment - Vietnam

USAR - Not on Active Duty

Oct 68	May 75	Control Group (Reinforcement)
May 75	Aug 75	Student, USAR Schools

ENCL 2

JEFFERSON, Thomas E., Colonel (USAR)

ARNG - Not on Active Duty

Aug 75 Sep 76 Assistant S-4, 1st Battle Group - Ohio (show state)

MAJOR DUTY ASSIGNMENTS

FROM TO ASSIGNMENT

USAR - Not on Active Duty

Oct 76	Jan 79	Plans & Policy Officer (IMA), Fort Huachuca
Jan 79	Dec 85	Plans & Policy Officer, 103d Corps Support
Command, Des Moines, Iowa		
Jan 86	Dec 88	Executive Officer, 3d Battalion, 75th Field Artillery,

USAR-AGR

Jan 89	Dec 92	Staff Officer, Personnel Division, Office of the Chief,
Army Reserve,		Washington, DC

USAR - Not on Active Duty

Jan 93	Present	Operations Staff Officer (IMA), Office of the Chief
of Operations,		Washington, DC

PROMOTIONS

DATES OF APPOINTMENT

Rank	Component	Date
2LT	USAR	07 Jun 66
1LT	AUS	23 Jan 68
CPT	USAR	14 Mar 72
MAJ	USAR	14 Mar 79
LTC	USAR	14 Mar 86
COL	USAR	14 Mar 91

U.S. DECORATIONS AND BADGES

Bronze Star

Meritorious Service Medal with Two Oak Leaf Clusters

Army Reserve Components Achievement Medal with Two Oak Leaf Clusters

National Defense Service Medal

Vietnam Service Medal with Four Bronze Service Stars

Army Service Ribbon

Republic of Vietnam Gallantry Cross with Palm Unit Citation Badge

Republic of Vietnam Campaign Medal

(Put addendum on a separate page)

ENCL 2

ADDENDUM TO RESUME OF SERVICE CAREER

THOMAS E. JEFFERSON, Colonel (USAR)

CURRENT OCCUPATION: Executive Vice President, DES Corporation,
Gaithersburg, Maryland

NATURE, SCOPE, AND EXTENT OF RESPONSIBILITIES:

Has overall responsibility for design, construction, and marketing of a line of luxury travel trailers sold throughout the United States, Canada and Mexico. Supervises a staff of three vice presidents and has overall responsibilities for 200 employees at three locations. Annual operating budget for 1994 is in excess of \$10 million. Position requires world-wide travel to customer locations.

(Signature of officer and date)

ENCL 2

COMMANDER'S STATEMENT

NAME OF OFFICER _____
(Last, First, MI)

RANK _____ SSN _____ DOB _____

ARMY PHYSICAL FITNESS TEST

_____ Date of last testing: _____
Results (Passed/Failed) _____
If failed, status _____

If an alternate APFT was administered a copy of the profile is attached Yes No NA

Documentation to substantiate cause if APFT not taken due to medical reasons
Yes No NA

WEIGHT STANDARDS:

AGE _____ Current Height: _____ Current Weight _____ Max Allowable Weight _____

*If standards exceeded include either DA Form 5500-R, Body Fat Content Worksheet (Male) or DA Form 5501-R, Body Fat Worksheet (Female), as appropriate. Yes No NA

I certify that I have personally verified all information contained herein.

COMMANDER)

(SIGNATURE OF OFFICER'S IMMEDIATE

TITLE)

(TYPED OR PRINTED NAME, GRADE AND DUTY

(Date)

Figure A-2-Commander's Statement

Encl 3

STATEMENT OF TRAVEL DISTANCE

Mileage from my home address to the Staff Position being consider is

Approximately _____miles. If selected for assignment, method of

Travel will be by _____.

**I will be available to participate in all administrative and MUTA drills,
regardless of distance.**

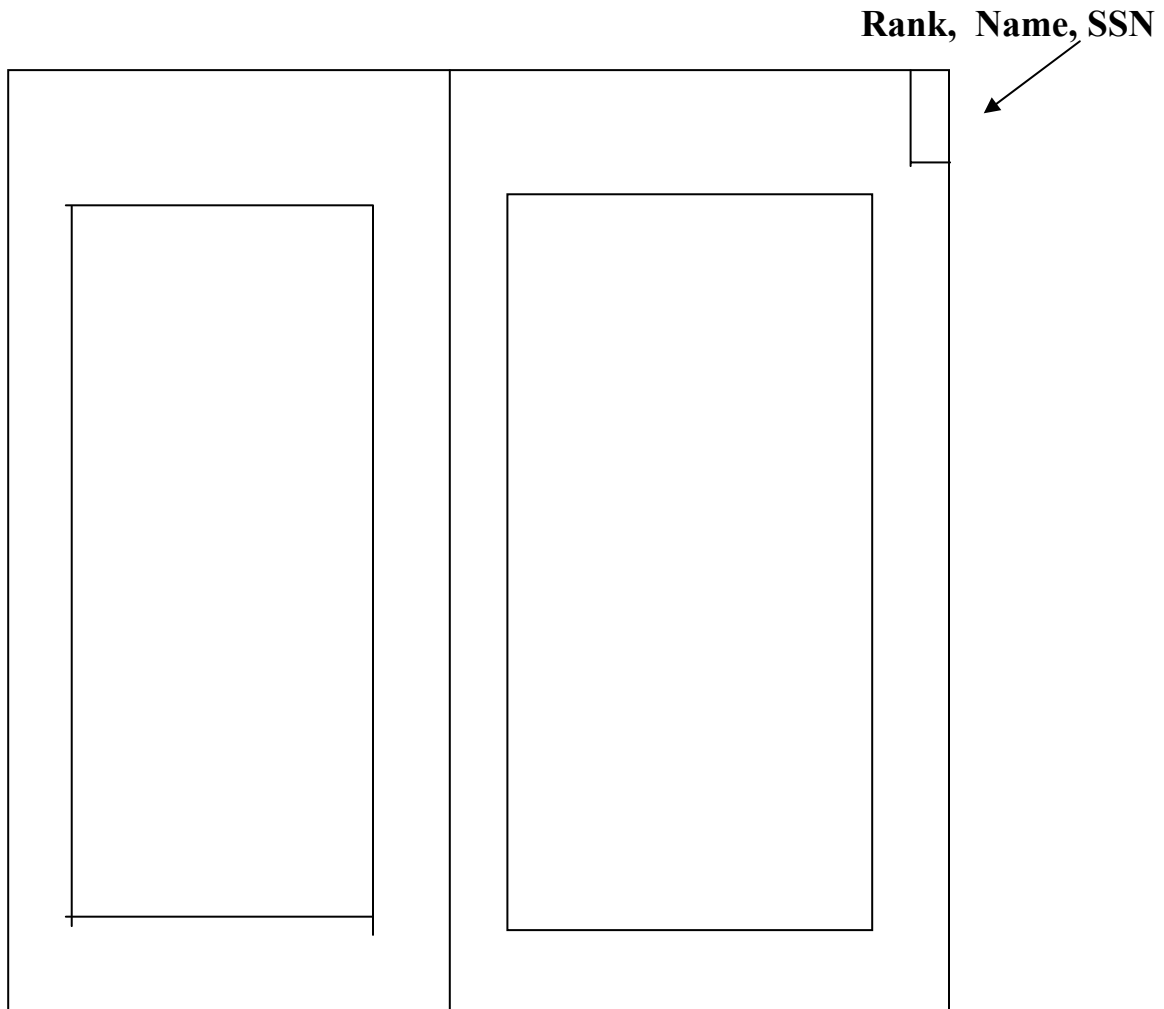
(SIGNATURE)

(TYPED OR PRINTED NAME, GRADE, SSN)

(DATE)

ENCL 4

SAMPLE ARRANGEMENT OF APPLICATION PACKET



Documents will be in a manila folder arranged as follows with the first item shown on top:

a. On the RIGHT SIDE under prong fastener w/o top.

- 1) Photograph
- 2) Biographical Summary
- 3) 2B (PQR)
- 4) DA Form 2-1
- 5) Last 3 OER's
- 6) Commander's Statement
- 7) Mileage Statement (if applicable)

b. Stapled on the LEFT SIDE. (Staples will be pointed towards the inside of packet)

- 1) Transmittal Letter

Encl 5